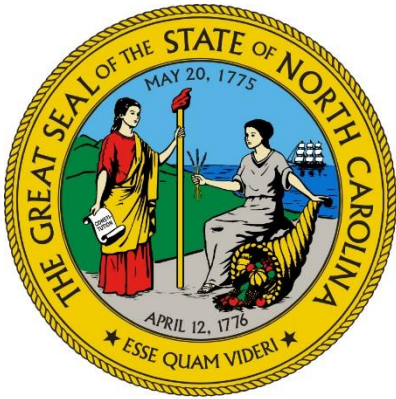


# **Department of Health and Human Services (DHHS)**



## **Division of Health Service Regulation (DHSR)**

### **Forms and Applications**

**Last Updated:  
June 1, 2023**

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# Where to Find Forms and Applications

Click [here](#) to access the forms and applications for the Registry Office.

# How to Submit Forms and Applications

The following forms and applications must be faxed to DHSR.

- *Name and Address Change Form*
- *Reciprocity Application*
- *RN and LPN Application*

The following application must be submitted to DHSR using Credentia's CNA365 system.

- *Training Waiver Application*

Click [here](#) to obtain the instructions for Credentia's CNA365 system.

# How to Submit Forms and Applications

The following forms must be completed and submitted online to DHSR.

- *Nurse Aide I*
  - *Online Renewal Form (to be completed by the Nurse Aide I)*
  - *Online Employment Verification Form (to be completed by the Registered Nurse)*
- *Medication Aide*
  - *Online Renewal Form (to be completed by the Medication Aide)*
  - *Online Employment Verification Form (to be completed by the Registered Nurse)*

# How to Submit Forms and Applications

Do not email completed forms or applications to DHSR.

Do not use a cell phone to complete the online renewal forms.

You must fax identification information (e.g., social security card, drivers license) to DHSR.

You must submit the most current version of the forms and applications available on the Registry Office website.

# Processing Time for Forms and Applications

DHSR will process all forms and applications within 10 business days.

It is recommended that individuals contact the Registry Office if they have not received a notification regarding their form or application after 10 business days.

Due to high call volumes, you may experience extended wait times while contacting the Registry Office.

All documents submitted to the Registry Office may be verified with the issuing source.

# Notifications

DHSR will provide a status update, via email, regarding the following forms and applications. DHSR will use the email submitted in the form or application.

- *Name and Address Change Form*
- *Reciprocity Application*
- *RN and LPN Application*

DHSR will provide a status update, via Credentia's CNA365 system, regarding the following application.

- *Training Waiver Application*



# Notifications

DHSR will provide a status update, via the Registry Office website, regarding the following forms. Your registry listing will be updated if the forms were approved.

- *Nurse Aide I*
  - *Online Renewal Form (to be completed by the Nurse Aide I)*
  - *Online Employment Verification Form (to be completed by the Registered Nurse)*
- *Medication Aide*
  - *Online Renewal Form (to be completed by the Medication Aide)*
  - *Online Employment Verification Form (to be completed by the Registered Nurse)*

Click [here](#) to go to the Registry Office website to verify if your registry listing has been updated.

# Social Security Number

You will be asked to provide your Social Security number.

Your number is for registry identification purposes only.

Your number will remain confidential and will not be disclosed to the public.

# CNAII

The forms and applications required by DHSR do not apply to a CNAII listing with the North Carolina Board of Nursing.

# Who to Contact for Assistance

## **DHSR Registry Office:**

- Hours: 8am-5pm, Monday-Friday
- Telephone: 919-855-3969 (Monday-Friday; 8am-12pm; 1pm-3pm)
- Fax: 919-733-9764
- Email: [dhsr.registry@dhhs.nc.gov](mailto:dhsr.registry@dhhs.nc.gov)
- Address: 801 Biggs Drive, Raleigh, NC 27603

## **N.C. Board of Nursing:**

- Click [here](#) to obtain contact information.
- Click [here](#) to learn more about Nurse Aide II.